

READVERTISEMENT

***Please note updated salary range; Supplement no longer required.**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

October 22, 2008

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TITLE: Program Manager/Children's Protective Services Officer
POSITION NO: 09307
LOCATION: Child & Family Services Division, Helena
STATUS: Full-Time/Permanent
UNION: MEA/MFT
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$33,136 - \$49,704 annually. Depending on qualifications and internal equity.
SUPPLEMENT: No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **Position is open until filled.** Incoming applications may be reviewed prior to **5:00 p.m., Thursday, November 6, 2008 (next review)**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position is now open until filled. Applications received by 5:00 p.m., Thursday, November 6, 2008, will be eligible for next review, and may be reviewed before that date. Travel throughout Montana may be extensive (20%), with occasional overnight stays required. The position requires a valid Montana driver's license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if

the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position will research and interpret federal policy requirements associated with child protection service (CPS) delivery. The incumbent will conduct comparative analysis with state law, agency rules and policy to identify potential conflicts that could lead to federal sanctions; research CPS programs in other states to identify best practice and develop program policy to provide guidance for CPS social workers for decision making and protocol in the field; take an active role in writing the State Plan for Title IV-B and is a team member on the Federal program reviews and assists in development of future program improvement plans corrective actions plans; represent the bureau in collaborative planning, training, consultation and technical assistance to division staff, management, other state agencies and contractors; provide training, consultation and technical assistance to CFSD staff to assure division staff thoroughly understand and work within the framework of division priorities in the area of child protection service delivery.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Extensive knowledge of federal and state programs in the fields of Child Protective Services and best practice standards; management and financial principles regarding funding of CPS programs and programs that provide services to children in the CPS system such as Medicaid, Children's Health Insurance Program (CHIP) and other state and federal programs that may serve the well being of children; program management; operation of department programs including state and federal rules, laws governing programs desired outcomes and understanding of governmental operations; Child Abuse Prevention & Treatment Act (CAPTA) and Adoption Safe Family Act (ASFA) regulations that affect and direct state practice; child protection investigation and family assessment; family systems and treatment issue; and theory, practice, and effectiveness of in-home services, therapeutic foster and group home services, and youth treatment programs.

Skills: Skill in consensus-building; technical writing and interpersonal communication; and analyzing and interpreting information.

Abilities: Ability to synthesize abstract and complex concepts and reduce them to goal directed concrete practice protocol; work as a member of a team and be able to take leadership in accomplishing tasks in a team environment; and multi-task and produce outcomes within goal target dates.

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EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social work or related field **AND** five years of Child Protective Services experience **OR** Master's degree in social work or related field **AND** three years of Child Protection Services work with progressively increasing responsibility. Other equivalent combinations of education and experience may be considered, however, a related Bachelor's degree is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR transcripts may be brought to interview.**

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be

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provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

AN EQUAL OPPORTUNITY EMPLOYER